

Lunenburg Personnel Committee – Report to the Town for CY 2010

The Lunenburg Personnel Committee (LPC) met regularly over the 2010 calendar year. Current committee assignments are Chair – Robert Rand, Vice Chair – William Murray, Secretary – Deborah Christen, Employee Representative and Member – Doreen Noble and one vacancy. For 2010, the committee established 6:00 PM, on the 1st Thursday of every month as the regular meeting schedule. The committee will maintain the same schedule for calendar year 2011. Meetings are scheduled to be held at the Town Library, usually in the conference room.

Mary Gould resigned from the LPC in June, 2010. She was the Employee Representative and was replaced by Doreen Noble. The LPC thanks Mary for her efforts to organize the Human Resource information and processes supporting the SAP. Dawn Cacciotti served as a member of the committee for 2009-2010. Dawn resigned from the committee in Sept, 2010 due to employment opportunities out of the state. The committee thanks her for her expert advice and active participation. Both of their contributions will be missed very much. The committee is thus in a state of change and still has an opening that we are anxious to see filled.

During 2010, the LPC reviewed and approved all personnel actions placed before them. As a result of continued improvements in forms and processes, most actions were approved per plan and on schedule.

CY 2010 was an active year for the LPC. The committee completed an analysis of the salaries of Lunenburg job positions governed by the Salary Administrative Plan (SAP), versus those of surrounding municipalities. The compensation was also compared to the Lunenburg jobs that are governed by union contracts. Based on the completed analysis, a totally revamped Salary Schedule was developed. Prior to the annual town meeting, a presentation was made to both the Selectmen and Finance Committee to solicit their input and support. Based on the input from the Selectmen and Finance Committee, suggesting a target of no salary increases for one year, in response to the current fiscal crisis, the implementation date for the new Salary Schedule was proposed as July 1, 2011. Changes to the Sick Leave section of the SAP were also proposed. The most significant changes were the elimination of sick leave buy back for employees hired after June 30, 2010 and capping buy back to a maximum of 150 days for those employed prior to that date. This was all placed in an article for the annual town meeting. It was approved as submitted.

The LPC, working with the Town Manager, initiated a project to standardize the format of job descriptions that are on file at the town hall. Differences in format between job descriptions and obsolescence of some of the content suggested the need for a project to correct that. This project is underway with input forms distributed and some responses received. Dawn Cacciotti was driving this project and with her departure from the committee, it has been re-assigned.

The LPC members continue to review opportunities to make improvements where necessary and possible to the governing bylaw and general processes involved. The LPC continues to maintain a list of initiatives which we believe will make the committee more effective in supporting the Selectmen, the Town Manager, and the Town Departments. These can be found under the Lunenburg Personnel Committee webpage.